



DATA QUALITY MANAGER

**SOUTHERN AFRICA LABOUR AND DEVELOPMENT RESEARCH UNIT
(SALDRU)**

FACULTY OF COMMERCE

SALDRU is the implementing agency for the National Income Dynamics Study (NIDS) on behalf of The Presidency. This project tracks and interviews 30,000 individuals on an ongoing basis and conducts in-person interviews with them at two yearly intervals. The fieldwork is outsourced, but NIDS maintains a staff of around 30. For this exciting project, we now require a Data Quality Manager to ensure our datasets are complete, accurate, useable and timely. The contract is initially until 31st August 2018 with a possibility of extension for repeated further 2 year funding cycles.

The main purpose of this position is to ensure published datasets are complete, accurate, useable and timely through:

- Stewardship of the panel dataset
- Planning and management of people resources
- Engaging with the Principle Data Analyst to ensure continual improvement and a high-quality data product
- Technical authoring
- Application of expert knowledge in the field of socioeconomic field studies

The project has different phases and key performance area focus will vary over the project cycle.

Requirements include:

- Masters degree or higher in relevant discipline with at least 3 years' relevant experience of managing survey datasets **OR**
- Honours degree in relevant discipline with at least five years' experience of managing survey datasets
- STATA proficient
- Staff supervision experience

Competencies:

- Planning and organising
- Attention to detail
- Broad analytical thinking/ problem solving
- Commitment to delivery
- Conceptual thinking
- Authoring of data manipulation code

Added Advantages:

- Experience in managing large and complex datasets
- In depth experience of panel datasets

Responsibilities include:

- Managing the production and publication of datasets
- Staff management
- Budget reporting
- Continual process and product improvement
- Managing and contributing to documentation production
- User support
- Conceptualising and delivering value-add data products

For more information about the NIDS, the publicly available datasets and research summary videos, see www.nids.uct.ac.za. Please consult the accompanying Job Description for further detail of the data quality manager position.

The annual cost of employment, including benefits, is between **R417 668** and **R491 373**.

To apply, please e-mail the below documents in **a single pdf file** to lynn.evon@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and invited to take an assessment.

Telephone: 021 650 5968

Website: www.nids.uct.ac.za

Reference number: E70250

Closing date: 27 March 2017

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.